

Attachment No. 1 Revised Packet Language

VIII. SOQ FORMAT & PROCESSING

The SOQ shall be a maximum of 25 pages including appendices. The pages shall be on standard 8.5" x 11" sheets of paper with a 12-point font. Submit two (2) originals with original signatures, signed in (blue ink) and marked "Original" and one (1) USB thumb-drive/flash drive containing a digital copy in PDF or PC readable format clearly identified with the firm's name. The SOQ must include the following:

Letter of Transmittal

An officer of the firm authorized to submit the SOQ must sign (blue ink) the transmittal letter. The letter shall include the consult's name, address, telephone number, fax number and email address. The letter shall have the location of the designated office of service provided.

Consultant Experience and Qualifications

1. Firm must be an engineering firm with one or more civil engineers licensed in the State of Arizona.
2. Principal/Lead Engineer must have held an Arizona civil engineers license in the State of Arizona. *(Respondent must provide AZ professional license register number.)*
3. Firm must have an Arizona Registered Land Surveyor on staff, or an engagement letter or team agreement with a Registered Land Surveyor (RLS), licensed by the State of Arizona, and with an office in Arizona at time of submittal.
4. Firm must have in-house CAD/GIS capabilities or have an engagement letter or team agreement with a provider of same at time of submittal.
5. Firm must have in-house Geotechnical testing capabilities or have an engagement letter or team agreement with a provider of same at time of submittal.
6. Firm must have in-house environmental services capabilities or have an engagement or team agreement with provider of same at time of submittal.
7. Firm must have experience in providing engineering services for municipality or another unit of local government. Such experience may include (but is not necessarily limited to):
 - (a) Public works projects (e.g., design/redesign of a waste water treatment facility, including associated sewer lines;
 - (b) Design/re-design of a water treatment facility, including associated waterlines;
 - (c) Design/re-design of streets/roadways);
 - (d) Design/redesign buildings, including schools, parks, recreation police and fire department infrastructure;
 - (e) Design /redesign of redevelopment area, business and main street infrastructure;

- (f) Subdivision work, including design, review, associated platting, lot ties, etc.;
- (g) Geotechnical and other testing, including microbial sampling;
- (h) Geotechnical testing
- (i) Environmental and other technical reviews, as typically required by federal and state agencies;
- (j) Giving expert advice to local elected officials, planning and zoning commissions, the city administrators, city attorneys, department directors, and other individuals or organizations so designated by staff;
- (k) Designing/managing technical aspects of projects funded by federal money (e.g., CDBG), state funded projects (e.g., WIFA), or bond money,
- (l) Preparing, verifying and proofing legal descriptions of designated properties.

Projects

List two (2) of the most significant engineering/engineering services projects that your firm has undertaken for a municipality or other unit of local government in at least four (4) of the following categories within the last five (5) years including examples of both federal and state funded projects:

- Water Projects
- Wastewater Projects
- Street/Roadways Projects
- Public Building Projects (including schools or other public buildings such parks and recreation, police and fire department infrastructure)
- Parks and Recreation Projects (including planting and irrigation design, parks and streetscape design, ramadas, etc.)
- Economic Development Projects (including redevelopment area design, business incubator and main street infrastructure design, etc.)
- Subdivision design or approval projects

Please indicate the following for each project: (a) Location of each (state, county and municipality); (b) Approximate amount of the construction project, as applicable; (c) Role of firm in supplying engineering, developmental or other professional services and (d) Outcome of project.

8. Firm must meet the state and federal standards of having a DUNS number and be registered in the System for Award Management (SAM). (*DUNS number must be provided at time proposal is submitted.*)
9. Lead engineer(s) and other key personnel in the firm should have a professional knowledge of

Yuma County and the City of San Luis.

Project Team

The SOQ must include identification and organizations of the team propose to be assigned to any of the City projects. The engineering firms(s) must submit individual resumes (limit one page per individual), specific areas of responsibilities, and an organizational chart. Include a brief statement of the percent of turnover for the last three (3) years for those positions listed as key personnel and all other relevant staff that would be responsible for performing services under this agreement. Engineering firms(s) shall briefly discuss their selection and replacement procedures of these key personnel, timeframes and intent to maintain the quantities and quality of all such key personnel, timeframes and intent to maintain the quantities and quality of all such key personnel throughout the term of this agreement. This shall include registered land surveyor, CAD/GIS provider, and environment and geotechnical providers, if within the organization.

References

Include three (3) letters of recommendation from three (3) clients, of which at least two (2) from local government clients. The reference information should include: Client name, contract title, primary contact information (email and phone number), contract dates, contract amount, type of contract (private/public), length of relationship with client and description of innovative solution to meet customer needs.

The SOQ must include a list of complaints filed against the firm for the past five years with the Board of Technical Registration, detailing: (1) the person/entity filing the complaint, (2) the nature of the complaint, (3) the outcome of the complaint. In addition, it shall include a reference if there are any existing litigations against the firm. In addition, please list all litigation, including arbitration, in which Respondent has been engaged as a party to litigation, either as claimant or defendant, during the past five (5) calendar years, by name and caption, a brief description of the nature of the litigation, location its outcome, and/or current status.

IX. Protest Procedure

Notification of successful and non-successful engineering firm(s). All respondents will receive official notification via email regarding the award/non-award of proposed agreement(s). Respondents not selected have ten (10) business days from email delivery notification to initiate a written protest. Respondents may submit a protest addressed to Sonia Cornelio, City Clerk, P.O. Box 1170, San Luis, AZ 85349. Protests must contain at a minimum, the name, address, email

address and telephone number of the protester; the signature of the protester or its representative and evidence of authority to sign; a detailed statement of the legal and factual grounds of the protest including copies of relevant data and the form of relief requested. Within five (5) business days of receipt, and after consultation with legal counsel, the City will respond to the protest. The City of San Luis reserves the right to reject any or all RFQs; to waive irregularities of information in any RFQ; to re-advertise the RFQ; and/or to take any steps determined prudent in order to resolve the protest. The Selection Committee will screen and rank all submittals. Interviews may be conducted as part of the ranking process. Submittals received in reply to this request will be evaluated using the following criteria and scored based on a maximum of 100 points. Submittals will be evaluated, and the most qualified firm(s) will be selected, subject to negotiations of fair and reasonable compensation.

X. SELECTION PROCESS AND SCHEDULE

A. Qualifications

The engineering firm(s) must show evidence of its technical capabilities in this work. Engineering firm(s) shall be knowledgeable of and in accordance with all applicable federal, state and local government laws and regulations governing in the scope of work. Work will be done in accordance with current professional's practices in the State of Arizona.

B. Formation of Committee

City staff will form an evaluation committee up to a maximum of five (5) city staff and/or outside representatives as the City deems appropriate to evaluate proposals. City may use city staff as observers during the process of this RFQ. Committee will be responsible to review, evaluate and the SOQ.

C. Criteria for Selection

Selection among the SOQs received will be based upon the following:

- **Quality and Content of Proposal (10 Points)**
Presentation, completeness, detail and quality of proposal information requested in the SOQ.
- **Experience & Qualifications (25 Points)**
Design and management experience of each member with the project team.
Capacity to do the work and responsiveness to City demands.
- **Past Project(s) Experience and References (25 Points)**
Knowledge and experience with applicable local, state and federal regulations.
Knowledge and awareness of specific City of San Luis engineering community needs.
Knowledge and experience in local, state and federal grant management, process and regulations.
Comparable projects with similar size and scope such as, but not limited to public infrastructure, streets design, water and wastewater, building, etc.
- **Technical & Management Approach (20 Points)**

Design and project approach applicable to meeting benchmarks, timeline and estimated project cost.

- Local Presence (5 Points)
Office and staff location within Yuma County.
- Interview (15 Points)
Proposal content questions and answers session.

D. Evaluation Procedures

The SOQ will be evaluated by each committee member and rank. The committee will also participate in the formal interview. The top-ranking respondents will be designated as semi-finalists and may advance to an oral interview. Tentative interview dates: February 24 – 25, 2021 between the hours of 10:00 a.m. – 4:00 p.m. (Arizona Time) interview may be conducted virtually. The City Point of Contact will contact each selected respondent to set up an interview date and time. The interviews will be conducted on two (2) consecutive days and none will be rescheduled. Each interviewee will respond to committee questions. Each interview will be limited to 30 minutes. All interviews are mandatory and lead engineer will be required to be present during the interview.

POINT OF CONTACT

Mary French-Jones

Economic Development Department

City of San Luis

1090 E. Union Street | P.O. Box 1170 | San Luis, Arizona 85349 | 928-341-8584 X 2059

mfrench@sanluisaz.gov